

Support Staff Job Description – Jan 2022

Role: Admin Assistant

Reporting to: Office Manager

Hours: Full Time, 52 weeks

Salary: Scale 5

Main Purpose of the Job:

The post holder will provide high quality, timely, centrally controlled administrative support ensuring that all school communication, letters, events, reports, and meetings are effectively recorded adopting efficient systems of operation. This will include alignment to a keystage supporting relevant AHT and DoLs as instructed as defined by the office manager

There are no line management responsibilities with this post.

Principle Accountabilities:

- To provide efficient and effective administrative work across the school
- To be a first aider for students, staff and visitors
- To be a fire marshal
- To undertake reception duties as required
- To utilise online portals and digital systems in all aspect of the admin role including immediate adoption of Google Drive/Docs/classroom other online packages to increase productivity

Duties

- Be a First Aider for students, staff and visitors on a rota system
- Provide administrative support the business needs of the school (the following list is not exhaustive but as an example) -
administering admissions; issuing replacement student timetables; behaviour tracking and issuing of all/any letters home; medical appointments and arrangements; travel passes and applications; checking and administration of registers; upkeep of student files; punctuality administration; data entry for assessment software, undertaking examination administration as required, completing confidential SEN/D records, including annual review paperwork, liaison with key staff and parents, updating parental contact information within a designated 4 week period, undertaking phonecalls to key stakeholders, support the senior and middle leaders of the school with administrative activities that support the further development of student wellbeing, trips, teaching and learning.
- Minute meetings as required including confidential staff or parent meetings with an expectation of timely return of minutes
- Organise hospitality for school events and meetings as required across all school
- Liaise with external organisations as required.
- Undertake training and development relevant to the post.
- Cover reception duties via a rota to be front facing liaison with all school visitors in a professional and courteous manner
- Operate as a member of the administration team within the school in meeting all its administrative needs, including the completion of holiday work.
- Undertake Health & Safety duties as directed by the School Office manager including taking a register of staff/ being a fire marshal as directed by the School business manager
- Manage the admin staff email and room bookings as directed on reception
- To undertake all reasonable duties as requested by either direct line managers or senior staff

- Assist in the supervision of students as required, for example in exams, on trips and at break times.
- The post holder will be required to demonstrate a continual positive commitment to the school's policies including those relating to safeguarding children, health & safety, and equal opportunities.
- Implement and follow all school and LA policies and procedures, including giving due regard to the schools' equal opportunity policy.
- Ensure all work is appropriately documented and kept up-to-date.
- Keep abreast of current legislation and developments in relation to the role and attend training where appropriate.
- Participate fully in the School's performance systems to ensure a proactive and professional improvement
- To keep a high standard of confidentiality as part of professional approach to your role and remit

Arrangements for appraisal of performance:

There is an annual appraisal cycle carried out by line managers, which seeks to acknowledge success, resolve problems and identify training / development needs

*The Post holder may be required to perform duties other than those given above. These may vary from time to time without changing the general level of responsibility.
Such variations would not justify the re-evaluation of a post.*

Person Specification:

Experience	<ul style="list-style-type: none">• Working with pupils of relevant age• Previous administrative support roles
Qualifications	<ul style="list-style-type: none">• NVQ4 or equivalent qualification or experience in relevant discipline• GCSE (or equivalent) A*-C in English and Maths
Knowledge and Skills	<ul style="list-style-type: none">• Effective use of IT packages including SIMS• Use of specialist equipment / resources• Full working knowledge of relevant policies / codes of practice / legislation• Ability to plan and develop systems• Ability to relate well to children and adults• Work constructively as part of a team, understanding school roles and responsibilities and your own position within these• Ability to self-evaluate learning needs and actively seek learning opportunities
Personal Qualities	<ul style="list-style-type: none">• Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils• Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school• Ability to work under pressure and prioritise effectively• Commitment to maintaining confidentiality at all times• Commitment to safeguarding and equality• Embraces change well• Deals with difficult situations effectively• A sense of perspective and humour
Equal Opportunities	<ul style="list-style-type: none">• Commitment to implementation of the school's equal opportunities policy
Continuous Professional Development	<ul style="list-style-type: none">• Willingness to undertake additional training / staff development at appropriate• Ability to reflect on your own professional practice

We are committed to safeguarding and promoting the welfare of our students. All roles are subject to safeguarding screening appropriate to the post, including checks of past employers and disclosures with the relevant body at an enhanced level. New DBS checks are conducted at regular intervals for current post holders.